

RETURN TO

RECORDS MANAGEMENT DIVISION

Chief, Regulations Control Staff

23 December 1954

Chief, Records Management Division

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Proposed Notice - "Procurement and Use of Filing Cabinets"

1. When new correspondence filing cabinets are purchased by the Agency, GSA Regulation [] requires a certification similar to that stated in the proposed notice. The Agency notice will provide a factual basis for the CIA Records Officer's certification to GSA, as well as effecting more efficient use of present equipment with resulting economies in the procurement of new cabinets.

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2. Adherence to the utilization provisions outlined is of particular significance to this Agency because most of the cabinets used are the expensive safe type. In fiscal year 1954 the Agency procured 1,598 safe type cabinets valued at \$359,486.19. At the end of fiscal year 1954 the total number of such cabinets in use in Headquarters offices of the Agency was 7,079 valued at \$1,638,855.87.

3. Logistics Office representatives have requested that the issuance of this notice be expedited, as adherence to it will reduce requirements for additional cabinets. This is of immediate importance because of the critical shortage of safe cabinets in stock, resulting from restrictions on further purchases, until a more secure safe is developed and approved. [] Chief of the Supply Division has concurred in the notice for the Logistics Office.

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